

**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITIONS: Assistant Secretary to U. S. District Judge
(Part-Time: 20 hours per week)
SALARY: JSP 4-5 (\$11.23 to \$16.33 per hour)
Based Upon Qualifications

OPENING DATE: January 15, 2003
CLOSING DATE: Until Filled
DUTY STATION: Baltimore, MD
or Greenbelt, MD

The United States District Court for the District of Maryland is accepting applications for several part-time Assistant Secretarial positions which will become available upon the filling of various judicial vacancies in the Court. The starting date of the positions is contingent upon the confirmation of the judicial appointments.

Position Overview:

The incumbent will serve as an assistant secretary to the judge and as an assistant to the judge's full-time secretary.

Qualifications and Requirements:

- High school graduate (or equivalent).
- Solid organizational work habits.
- Good grammar, spelling, and composition.
- Strong communication and interpersonal skills.
- General clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, dictation from tape, and typing.
- Proficiency in WordPerfect is essential.
- Experience as a secretary in a legal or judicial capacity is preferred.

How to Apply:

Submit resume with cover letter to:
HR Specialist
4th Floor, U.S. Courthouse
101 West Lombard Street
Baltimore, MD 21201

Please indicate your location preference: Baltimore, Greenbelt, or either location.

*Applicants must be U. S. citizens or eligible to work in the United States.
Successful candidate for this position is subject to a full fingerprint and background records check,
a six-month probationary period, and mandatory electronic direct deposit of salary payment.*

The United States District Court is an Equal Opportunity Employer.

All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.